Lift Control System Software User Manual

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Contents

1 Introduction 1
1.1 Purpose of the Document 1
1.2 Target Audience 1
1.3 Related Documents 1
1.4 Abbreviations 1
2 Installing Lift Control System Software 2
2.1 Minimum System Requirements 2
2.2 Installation Procedure 2
3 Starting the Lift Control System Software 5
3.1 Starting the Lift Control System Software 5
3.2 Log On to the System 5
3.3 Log Off from the System 6
3.4 Exiting the Lift Control System Software 6
4 System User Accounts 7
4.1 Create a New System User Account 9
4.2 Modify a System User Account 9
4.3 Delete a System User Account 9
5 Setup Event Servers 10
5.1 Create a New Event Server 10
5.2 Modify a Event Server 11
5.3 Delete a Event Server 11
6 Setup Building 12
6.1 Create a New Building 12
6.2 Modify a Building 13
6.3 Delete a Building 13
7 Setup Users 14
7.1 Create a New User 14
7.2 Modify a User 16

7.3 Delete a User....16
8 Setup Time Zone....18
9 Setup Holiday....20
10 Configure User Defined Fields....21
11 Database Maintenance....23
11.1 Import a Transaction Database....23
11.2 Export a Transaction Database....24
11.3 Delete the Transaction Database....25
12 Reporting....27
12.1 User Information Report....27
12.2 User In Out Transaction Report....28
12.3 Lift Transaction Report....28

1 Introduction

1.1 Purpose of the Document

The primary objective of this manual is to guide the Lift Control System Software users to familiar with the functions of the system software and get master of the system quickly.

1.2 Target Audience

The manual is intended for System Administrator, security officer etc.

1.3 Related Documents

Event Server Specification

1.4 Abbreviations

LCS Lift Control System

2 Installing Lift Control System Software

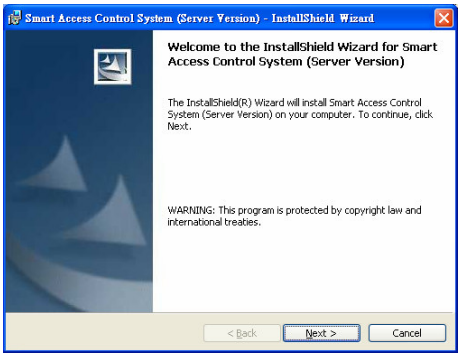
This section explains how to install the Lift Control System Software

2.1 Minimum System Requirements

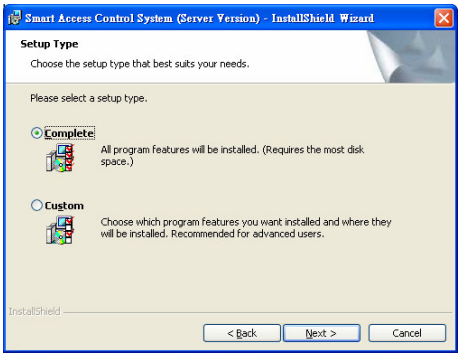
- Windows 98/NT/2000/Me/XP
- Pentium III 800MHz CPU
- 128 MB of available RAM
- 1 GB of disk space
- 800x600 Display resolution
- Network Interface Card

2.2 Installation Procedure

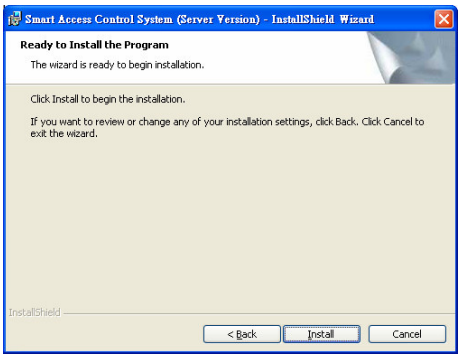
1. You should close all programs before you begin installation.
2. Ensure that your system meets the minimum requirements described in the "Minimum System Requirements" Section.
3. Insert the "Lift Control System Software" CD.
4. Run the installation program "setup.exe" which can be located in the CD's root directory. The InstallShield Wizard will be launched.


Smart Access Control System (Server Version) - InstallShield Wizard
Welcome to the InstallShield Wizard for Smart Access Control System (Server Version)
The InstallShield(R) Wizard will install Smart Access Control System (Server Version) on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

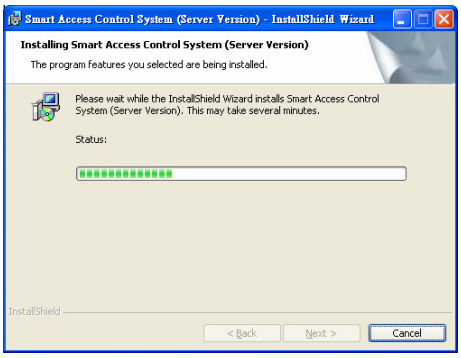
5. To continue, click "Next".


Smart Access Control System (Server Version) - InstallShield Wizard
Setup Type
Choose the setup type that best suits your needs.
Please select a setup type.
Complete
All program features will be installed. (Requires the most disk space.)
Custom
Choose which program features you want installed and where they will be installed. Recommended for advanced users.
InstallShield
< Back
Next >
Cancel

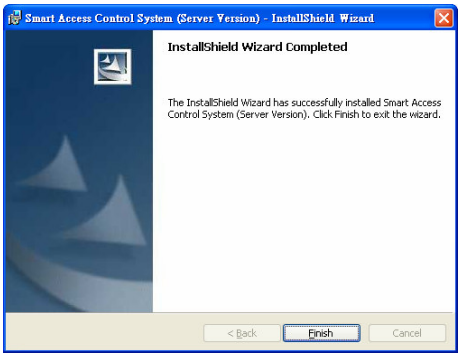
6. Select “Complete” installation and click “Next”.


Smart Access Control System (Server Version) - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

7. Click “Install” to begin the installation.


Smart Access Control System (Server Version) - InstallShield Wizard
Installing Smart Access Control System (Server Version)
The program features you selected are being installed.
Please wait while the InstallShield Wizard installs Smart Access Control System (Server Version). This may take several minutes.
Status:
InstallShield
< Back
Next >
Cancel

8. When installation is completed, click “Finish” to exit the InstallShield Wizard.


Smart Access Control System (Server Version) - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed Smart Access Control System (Server Version). Click Finish to exit the wizard.
< Back
Finish
Cancel

3 Starting the Lift Control System Software

This section explains how to start the Lift Control System Software.

3.1 Starting the Lift Control System Software

To start the Lift Control System Software, select **Start** → **Programs** → **MaCaPS International Limited** → **Lift Control System** → **Lift Control System (Server Version)**.

Note The start-up path is set during the installation process and may differ from the one above.

3.2 Log On to the System

You must be logged on before using the Lift Control System Software.

At the logon screen, type the **User Name** and **Password**. Then click **OK**.

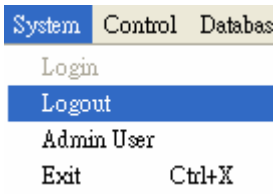
If the provided **User Name** and **Password** are recognized as legitimate, this logs you on to the system. System functions can be accessed depending on the permissions assigned to your user account.

If you enter the incorrect **User Name** and **Password** or click the **Cancel** button, you are logged on to the system as guest. System functions are disabled.

For information of access rights, please refer to the Section **System User Accounts**.

3.3 Log Off from the System

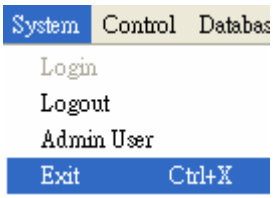
To log off from the Lift Control System Software, click **System**, and then click **Logout**. When you log off from the system, you close your user account but the Lift Control System Software remains on for easy access the next time you log on.



To log on, click **System**, and then click **Login**. The log on screen displays. You can type your account information to log on to the system.

3.4 Exiting the Lift Control System Software

To exit the Lift Control System Software, click **System**, and then click **Exit**.



Note: To exit the Lift Control System Software, you must log on to the Lift Control System with access right “Administrator” and “Power User”.

4 System User Accounts

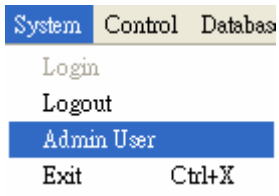
A system user account defines the actions a system user can perform in the Lift Control System, and establishes the privileges assigned to each user. There are three types of system user accounts available on the Lift Control System: administrator, power user, and user. A user must be a member of one of the group. The permission and rights granted to a group are assigned to its members. Belonging to a group gives a user rights and abilities to perform various tasks on the Lift Control System. The details are summarized in the following table.

System Function	Administrator	Power User	User
Administering System Users	√	×	×
Building Control	√	√	√
Setup Event Servers	√	×	×
Setup Building	√	√	×
Setup User	√	√	×
Setup Time Zone	√	×	×
Setup Holiday	√	×	×
Configure Company Information	√	×	×
Configure User Defined Field	√	√	×
Database Maintenance	√	×	×
Reporting	√	√	√

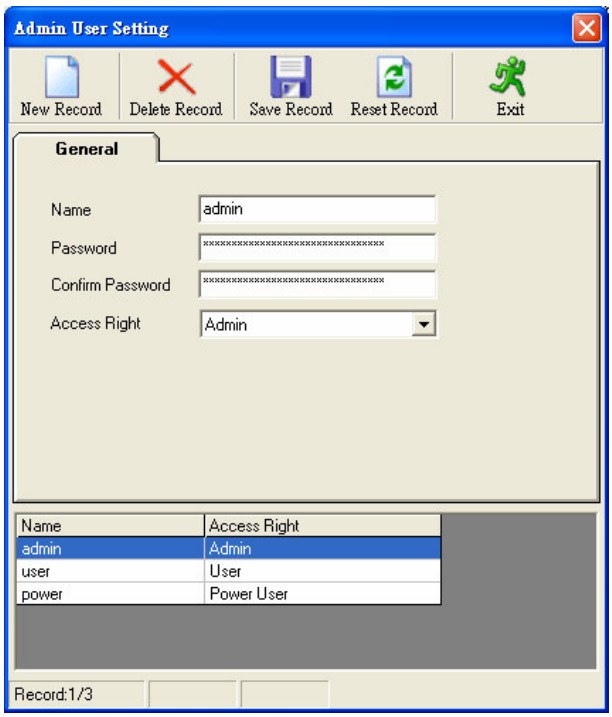
Note:

An account with the name “admin” is created during installation. This user belongs to the “Administrator” group.

To create, modify and delete system user accounts, from the main menu ,select **System** → **Admin User**



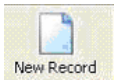
to open the **Admin User Setting** window.



Note:

- The user must login with access right "Administrator" to be able to admin user.
- A user name cannot be identical to any other user. It can contain up to 20 characters.
- In Password and Confirm password, you can type a password containing up to 40 characters.
- You should not add a new user to the Administrators group unless the user will perform only administrative tasks.

4.1 Create a New System User Account

1. Click 

on the toolbar.
2. Type a **Name** for the new user account.
3. Type a **Password** for the new user account. The entered password is displayed as *.
4. Type the **Confirm Password** for the new user account. The entered password is displayed as *.
5. Set the **Access Right** for the new user account.
6. Click

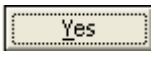
on the toolbar.
7. The new user is added to the list of users.
8. Click

on the toolbar to close the **Admin User Setting** window.

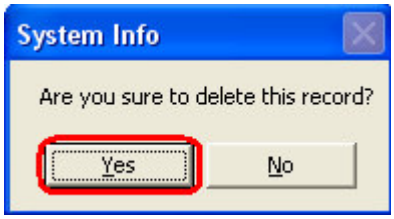
4.2 Modify a System User Account

1. In the list of users, select the user you want to modify.
2. Make the changes you want, and then click .

4.3 Delete a System User Account

1. In the list of users, select the user you want to delete, and then click on the toolbar.
2. Click 

on the confirmation dialog box to confirm the deletion.

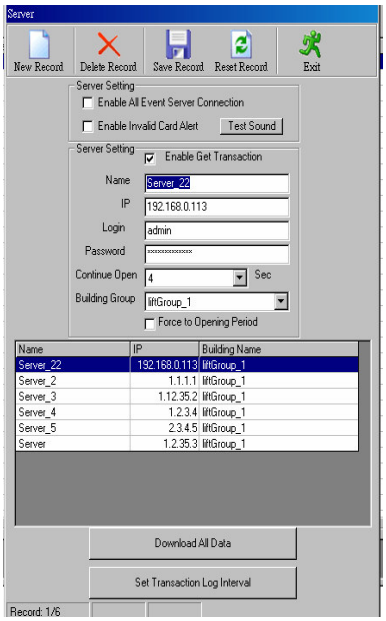


3. The user is removed from the list of users.

5 Setup Event Servers

This section explains how to administer the event server database. To be able to administer the event server database, the user must be a member of the “Administrator” group.

To manage the Event Server Database, from the main menu, select **Database** → **Event Server**, to open the **Event Server Setting** window.



The **Event Server Setting** window can also be opened by clicking on the toolbar.

5.1 Create a New Event Server

1. Click

on the toolbar.
2. Select **Enable All Event Server Connection**.
3. Type a **Name** for the new event server.
4. Type the **IP Address** of the new event server. The IP address must match the one configured on the event server hardware.
5. Type the **Login Name** to access the event server hardware.
6. Type the **Password** to access the event server hardware.

7. Select **Enable Get Log**.
8. Select the building that use the Event Server
9. Select the continue opening time for that Event Server
10. Click

on the toolbar.
11. The new server is added to the list of event servers.
12. Click

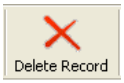
on the toolbar to close the **Event Server Setting** window.

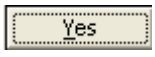
5.2 Modify a Event Server

1. In the list of event servers, select the event server you want to modify.
2. Make the changes you want, and then click

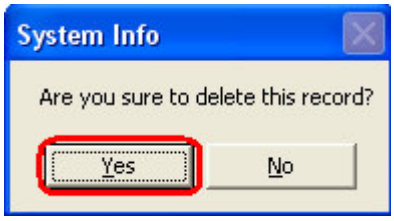
on the toolbar.

5.3 Delete a Event Server

1. In the list of event servers, select the event server you want to delete, and then click 

on the toolbar.
2. Click 

on the confirmation dialog box to confirm the deletion.

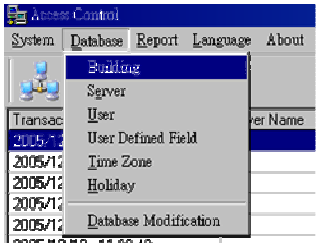


3. The event server is removed from the list of event servers.

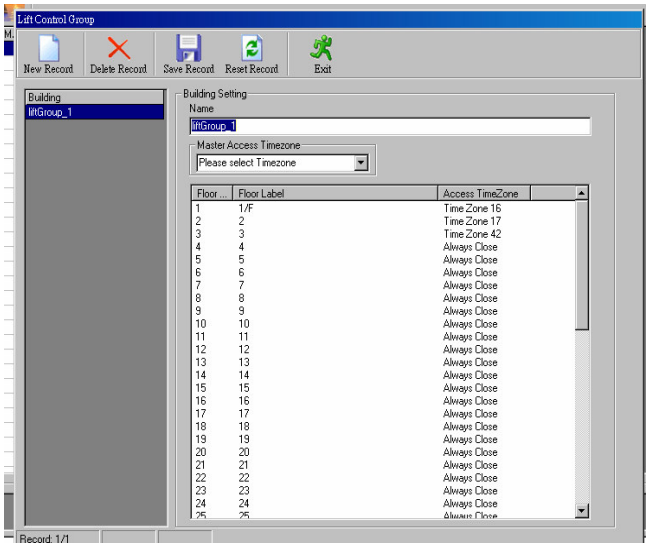
6 Setup Building

This section explains how to administer the Building database. To be able to administer the Building database, the user must be a member of the “Administrator” or “Power User” group.

To manage the Building Database, from the main menu, select **Database** → **Building**,



to open the **Building Setting** window.



6.1 Create a New Building

To create a new building, click

on the toolbar.

1. Enter the name for that building.
2. Enter the name of each floor or user the default name
3. Assign a Access Timezone for each floor

4. Click

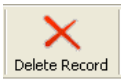
on the toolbar.
5. The new Building is added to the list of Building.

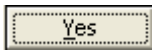
6.2 Modify a Building

1. In the list of Buildings, select the building you want to modify.
2. Make the changes you want, and then click

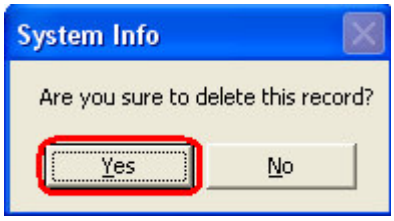
on the toolbar.

6.3 Delete a Building

1. In the list of buildings, select the building you want to delete, and then click 

on the toolbar.
2. Click 

on the confirmation dialog box to confirm the deletion.

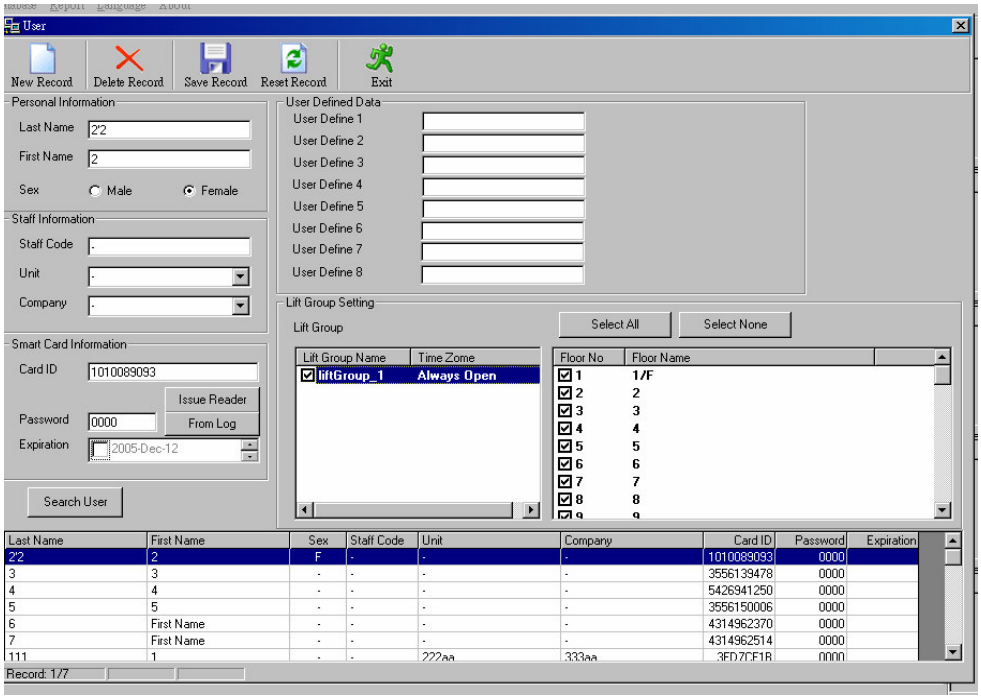


3. The building is removed from the list of buildings.

7 Setup Users

This section explains how to administer the user database. To be able to administer the user database, the user must be a member of the "Administrator" group.

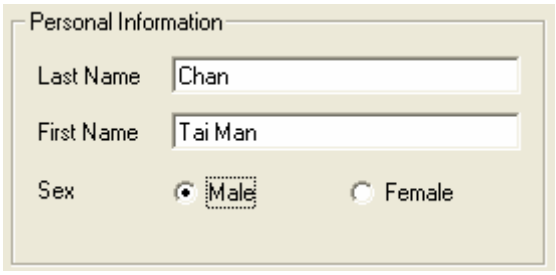
To manage the **User Database**, from the main menu, select **Database** → **User**, to open the **User Setting** window.



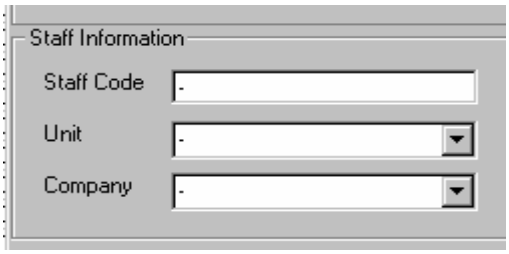
The **User Setting** window can also be opened by clicking on the toolbar.

7.1 Create a New User

1. Click on the toolbar.
2. Under **Personal Information**, type the **Last Name**, **First Name** and **Sex** of the new user.

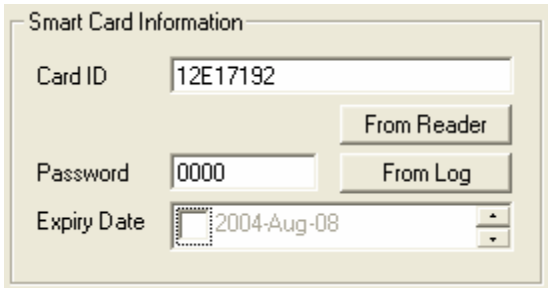


3. Under **Staff Information**, type the **Staff Code**, **Unit**, and **Company** of the new user.



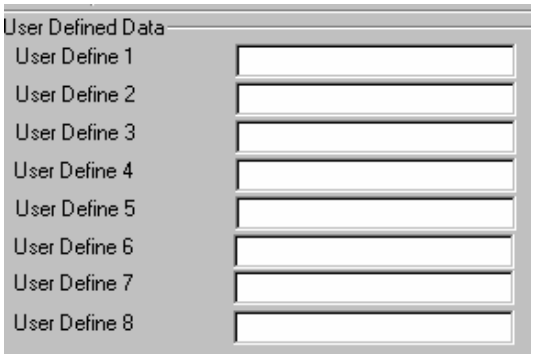
4. Under **Smart Card Information**, type the **Card ID**, **Password**, and **Expiration Date**. There are three ways to input the **Card ID**:

   - Enter the **Card ID** directly in the text box if you know the **Card ID**.
   - Read from a **Issuer Reader** if you have one connected to the PC.
   - Read from the event log.



Note: If the reader is a keypad type reader, the **Password** is used to access the floor.

5. Under **User Defined Field**, if there is user-defined information, type in the user defined fields; otherwise, leave them empty.



6. Under **Lift Group Setting**, select the appropriate groups in the **Lift Group**, then check the checkbox and then select the timezone for that user to enter that building. For each user, you also need to select the floor that the user can access.

7. Click

on the toolbar.

8. The new user is added to the **List of Users.**

9. Click

on the toolbar to close the **User Setting** window.

10. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

7.2 Modify a User

1. In the list of users, select the user you want to modify.

2. Make the changes you want, and then click

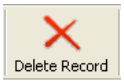
on the toolbar.

3. Click

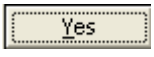
on the toolbar to close the **User Setting** window.

4. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

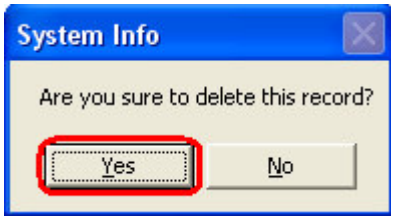
7.3 Delete a User

1. In the list of users, select the user you want to delete, and then click 

on the toolbar.

2. Click 

on the confirmation dialog box to confirm the deletion.



3. The user is removed from the list of users.

4. Click

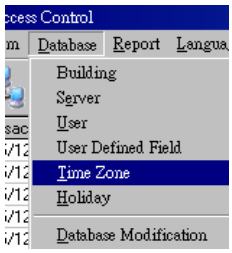
on the toolbar to close the **User Setting** window.

5. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

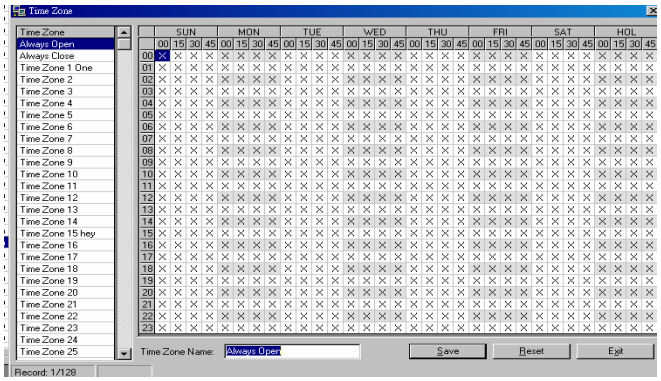
8 Setup Time Zone

This section explains how to administer the **Time Zone**. To be able to administer the **Time Zone**, the user must be a member of the "Administrator" group. There are totally 128 pre-defined time zones. Two of them, **24 Hrs Access** and **No Access**, are fixed, and the other 126 time zones are user configurable.

To manage the **Time Zone**, from the main menu, select **Database** → **Time Zone**,



to open the **Time Zone Setting** window.



The **Time Zone Setting** window can also be opened by clicking on the toolbar.

To change the settings of a **Time Zone**, do the following:

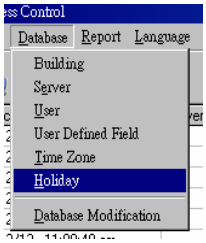
1. Select the time zone you want to modify, say select **Time Zone 1**. The current settings of **Time Zone 1** are displayed on the window.
2. Change the default time zone name from **Time Zone 1** to **Office Hour**.
3. Select the preferred time intervals; say from 09:00 to 19:00, from Monday to Friday.
4. Press the right mouse button and select **Select** to mark the time intervals.

5. The selected intervals are marked with “x” symbols as bellow.
6. Click “Save” to save the record
7. Click “Exit” button to close the **Time Zone Setting** window.

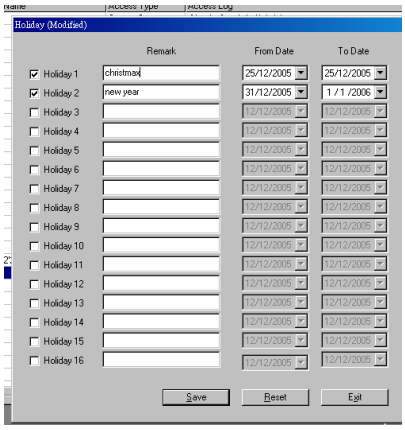
9 Setup Holiday

This section explains how to administer the **Holiday Database**. To be able to administer the **Holiday Database**, the user must be a member of the "Administrator" group. There are totally 16 configurable holidays.

To manage the **Holiday Database**, from the main menu, select **Database** → **Holiday**,



to open the **Holiday Setting** window.



The **Holiday Setting** window can also be opened by clicking on the toolbar.

To change the settings of a **Holiday**, do the following:

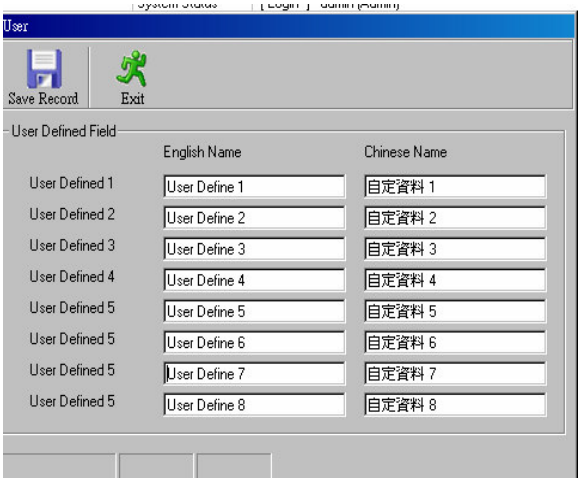
1. Select the target holiday by checking the check box on the left hand side of the holiday name.
2. Type the remarks.
3. Set the From Date and End Date.
4. Click "Save" button on the toolbar.
5. Click "Exit" button to close the **Holiday Setting** window.

10 Configure User Defined Fields

This section explains how to administer the user-defined fields. To be able to administer the user-defined fields, the user must be a member of the “Administrator” group.

To manage the **User Defined Fields**, from the main menu, select **Database → User Defined Field**,

to open the **User Defined Field Setting** window.

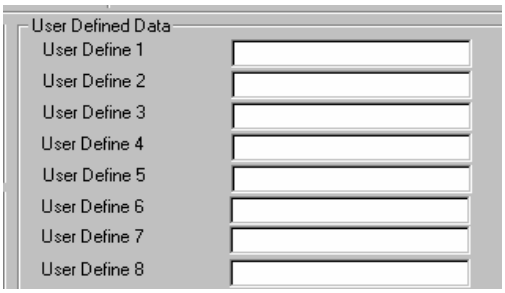


1. Make the changes for **English Name**.
2. Make the changes for **Chinese Name**.
3. Click

on the toolbar.

4. Click

on the toolbar to close the **User Defined Field Setting** window.
5. The changes are updated in the **User Setting** window.

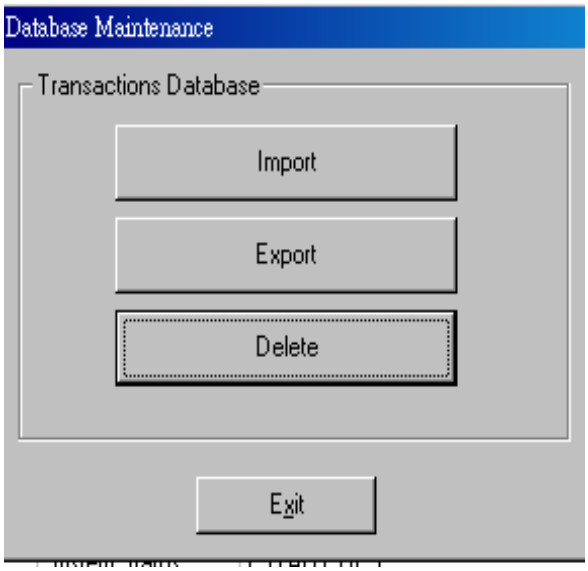


11 Database Maintenance

This section explains how to maintain the transaction database and user database. To be able to do this, the user must be a member of the "Administrator" group.

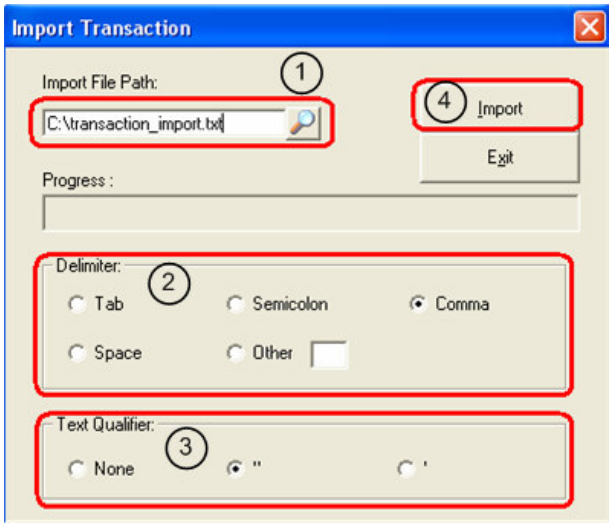
To manage the **Database Maintenance**, from the main menu, select **Database** → **Database Maintenance**,

to open the **Database Maintenance** window.

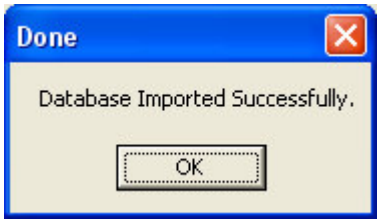


11.1 Import a Transaction Database

Click Import Transaction to open the **Import Transaction** window.



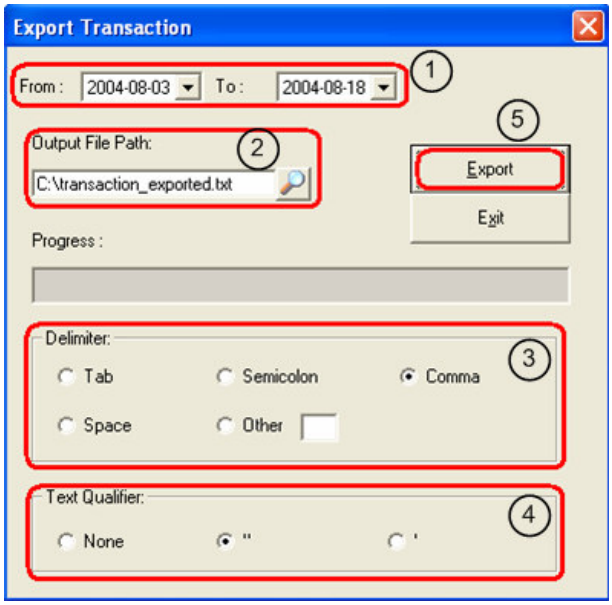
1. Click to locate the import transaction file.
2. Set the **Delimiter**.
3. Set the **Text Qualifier**.
4. Click Import to import the transaction database.
5. If the database is imported successfully, the **Done** window will appear.



6. Click **OK** to finish.

11.2 Export a Transaction Database

Click Export Transaction to open the **Export Transaction** window.

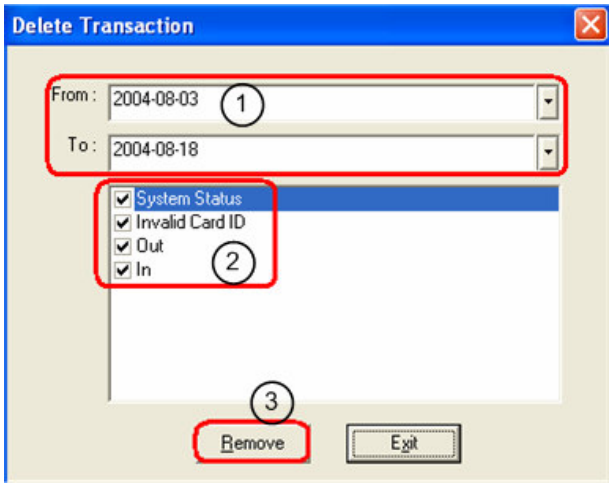


1. Set the date intervals for the exported transaction.
2. Type the export file name. You can click to locate the destination file. The destination file will be overwritten.
3. Set the **Delimiter**.
4. Set the **Text Qualifier**.
5. Click Export to export the transaction database.
6. If the database is exported successfully, the **Done** window will appear.

7. Click **OK** to finish.

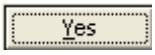
11.3 Delete the Transaction Database

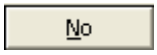
Click Delete Transaction to open the **Delete Transaction** window.



1. Set the date interval.
2. Select types of transactions to be deleted.
3. Click

.
4. The **Delete Record** confirmation window will appear.

5. Click 

to confirm the deletion or 

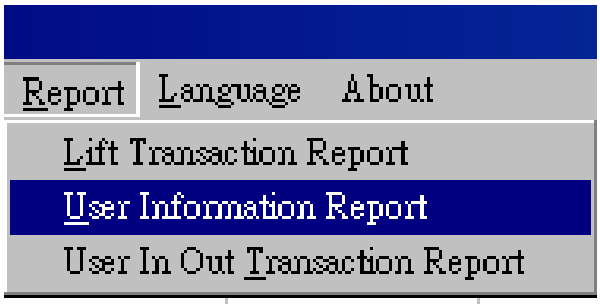
to cancel the deletion.
6. When the deletion is completed, the **DONE** window will appear.

7. Click **OK** to finish.

12 Reporting

12.1 User Information Report

The **User Information Report** generates report with respect to users added in the system. From the main menu, select **Report** → **User Information Report**,



to open the **User Information Report** window.

1. Set the **Filter By** option.
2. Set the **Sort By** option.
3. Click “List” Button to list the user records on screen.
4. Click “Print” button to print out the report. The report will be previewed on screen first.
5. Click to print out the report.
6. Click to export the report.

12.2 User In Out Transaction Report

The **User In Out Transaction Report** generates transactions with respect to users. From main menu, select **Report → User In Out Transaction Report**,

to open the **User In Out Transaction Report** window.

1. Set the **Filter By** option.
2. Set the **Sort By** option.
3. Set the date interval to be reported.
4. Click “List” button to list the transactions on screen.
5. Click “Print” button to print out the report. The report will be previewed on screen first.
6. Click to print out the report.
7. Click to export the report.

12.3 Lift Transaction Report

The **Lift Transaction Report** reports transactions with respect to the lift. From the main menu, select **Report → Lift Transaction Report**,

to open the **Lift Transaction Report** window.

1. Set the **Filter By** option.
2. Set the **Sort By** option.
3. Set the date interval to be reported.

4. Click“List”button to list the transactions on screen.
5. Click“Print”button to print out the report. The report will be previewed on screen first.
6. Click to print out the report.
7. Click to export the report.